



## Wave One Attorney Training Group:

# ARE YOU READY FOR ECF (Electronic Case Filing) TRAINING?

The External Training Committee of the U.S. Bankruptcy Court will be conducting formal Electronic Case Filing (ECF) training **beginning in June, 2003**. This class is mandatory in order to participate in ECF. At the end of the training session, participants will be able to:

**Open a Bankruptcy Case**

**Open an Adversary Proceeding**

**File a motion (single and multipart)**

**File an objection**

**File a proof of claim**

**Access the Reports and Utilities sections of ECF**

**Use the “case upload” feature in conjunction with your bankruptcy forms software**

**Create and Attach a pdf document to your docket entry**

***HINT:*** Please be sure to purchase Adobe Acrobat Writer to convert your documents to pdf (Adobe Acrobat Reader allows you to read pdf documents only)

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In order for you to feel comfortable with this new system, we encourage you and your staff to have a familiarity with the following before training in June, 2003:

– Knowledge of a windows-based word processing software package such as Corel WordPerfect, Microsoft Word, or a windows based bankruptcy forms software.

– Specifically when using windows-based word processing, knowledge of the following:

- \* accessing windows explorer
- \* creating and moving/copying folders within windows explorer
- \* copying documents from one folder to another

– Knowledge of accessing the Internet and how to use an Internet Browser like Netscape Navigator or Microsoft Internet Explorer from your office/home computer.

– Specifically, when using a Browser, knowledge of the following:

- \* Use the Forward and Backward buttons
- \* Click on check boxes using a mouse
- \* Type in text boxes
- \* Download files
- \* Print Documents
- \* Use Hyperlink

– Know how to access addresses/sites via your Internet browser

– Know how to view a Portable Document Format (PDF) file using Adobe Acrobat Reader.

With these basic skills under your belt, we can concentrate our training strictly on the ECF application. If you have any questions, please feel free to give me a call at (401) 528-4477 ext. 33.

Kristen E. Batty  
Chair, External Training Committee

